

## FOIA Tasking Template

### Instructions:

- Fill out template while in WORD. Make sure ALL fields are filled in.
  - Even if a field is negative (e.g. no material located) put in NO or NONE.
  - Simply put an "X" in the "No New Releases" box. If there are new releases, please identify them.
  - If it is a litigation, indicate whether ours or OGA, as well as any special instructions (e.g. deadlines). Follow-up with a note if deadlines are involved.
  - Include your secure number on the contact line.
  - Copy completed template into CADRE.
  - Use the first template for searches; the second for document reviews. DO NOT include both templates into the field, as it may cause confusion upstairs. We may not be able to get the template input into CADRE, for the foreseeable future anyway. In the meantime, use as two separate templates.
  - If you are unable to see the entire template in the tasking field in order to hyper-snap the image, print a copy of the tasking in WORD and include in the file, as well as hyper-snapping the image that is in CADRE.
  - DO NOT copy any of these instructions into CADRE!
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### Search

Please conduct a search on the following:

We have made a reasonable effort to make a preliminary search for previously released material responsive to this request and our results are below. Nonetheless, the integrity of the Agency's search process and reliability of the results depends upon independent replication. Your office should not rely on our preliminary results but should consider it only a starting point for your own search to verify or expand upon what we have found. Your efforts will help ensure that the Agency complies with its legal obligation to undertake reasonable searches for responsive records.

Systems searched:

Material Located:

Fee Type [*Directorates need to provide a list of all fees incurred.*]:

Additional Comments:

Previous Releases (repeat categories as necessary for each):

Case Number:

CADRE Ref ID:

Document ID:

Release Decision:

Date Released:

Similar or Identical Doc:

New Releases [Y/N]:

Other Special Instructions:

If you have any questions, please contact:

APPROVED FOR  
RELEASE DATE:  
28-Feb-2014

**LN Pre-Acceptance Guidance Template**

[Insert snapshot of Direct Request!]

<b>Additional Request Comments</b>	
Include any other significant details about the request in this field (e.g. frequent requester, historian, famous defector, significant relatives, immigration case, citizenship status when appropriate, etc.).	
<b>QUERY</b>	
<b>Systems searched:</b>	
<ul style="list-style-type: none"> <li>• CADRE</li> <li>• Internet</li> <li>• Requester Report</li> <li>• MORI</li> </ul>	
<b>Search Terms Used:</b>	
<b>RESULTS</b>	
<ul style="list-style-type: none"> <li>• Hits</li> <li>• No Hits</li> <li>• No CIA-Originated Materials</li> <li>• FBIS Materials Only</li> </ul>	
<b>Previous Case Numbers/Releases</b> <ul style="list-style-type: none"> <li>• Include Direct requests to CIA and refs/coords from OGA</li> <li>• Include whether documents were DIFed or Released in each case.</li> <li>• Include document numbers</li> <li>• Differentiate between documents with many details &amp; documents that merely mention a topic but add no details.</li> </ul>	<div> F-xxxx-xxxxx  Document: #####  <ul style="list-style-type: none"> <li>• Mere Mention</li> <li>• Who previously tasked:</li> <li>• Release Decision:</li> <li>• Reviewer:</li> </ul> <input type="text"/> </div> <div> F-xxxx-xxxxx  Document: #####  <ul style="list-style-type: none"> <li>• Mere Mention</li> <li>• Who previously tasked:</li> <li>• Release Decision:</li> <li>• Release Authority:</li> </ul> <input type="text"/> </div>

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Security Act

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Security  
ActAPPROVED FOR  
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**Document Review**

Please review the following documents referred/coordinated by [Organization Name] for CIA equities:

[amount] [agency name] document(s)

[amount] CIA document(s)

Special Handling (RD):

Litigation:

Expedited processing (also send LN):

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